



Department of Planning and Zoning

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COA Level III Preliminary Plat Checklist

Use this checklist for all preliminary plat applications for zoning permits for all land subdivisions and planned developments - See Sec. 3.2.2(e) of the Zoning Ordinance. Submission requirements include materials required for a COA Level II application and other requirements under Articles 10 or 11 of the Ordinance.

In order for your application to be considered complete, the following information **must** be provided as applicable:

- ☐ A completed application form, signed by the property owner;
- ☐ The application fee (below), in cash or check (no cards). Checks to be made out to the 'City of Burlington';
- ☐ Photographs of the subject property, showing the location of the project (and neighboring properties if applicable);
- ☐ Eight (8) copies of a preliminary site plan meeting the following specifications:
 - A. Site plan, drawn to a scale of 1" = 10, 20, 40 or 60 ft., of the subject property. A reduced, 11" X 17" copy as well as digital version in a format acceptable to the administrative officer shall also be submitted;
 - B. The preliminary site plan must show all of the following as applicable:
 - i. Physical features such as water courses with respective buffers, wetlands with respective buffers, rock outcrops, wooded areas, slopes in excess of 15%, significant trees with a diameter at breast height of 6" or greater, and other significant natural or cultural features, and soil boring data at locations and depths as may be reasonably required by the administrative officer or city engineer to carry out the purposes and intent of this chapter.
 - ii. Preliminary erosion and sedimentation control plan including temporary and permanent measures to meet the most current city, state and federal water quality standards.
 - iii. Existing and proposed contours at vertical intervals of not more than five (5) feet with elevations indicated in feet above mean sea level except where the city engineer may require further delineation of the topography.
 - iv. Proposed layout including streets and alleys with proposed street names, lot lines with approximate dimensions, approximate location of proposed structures including public facilities and land to be reserved or dedicated for public uses. Where only a portion of a larger parcel is being subdivided, the development review board may require a complete site plan of the entire parcel so as to examine the partial development to be sure it does not adversely affect the arrangement and continuity of the overall design. The site plan of the entire parcel shall indicate the types of land uses, densities, and vehicular accessibility.
 - v. Remaining and protected open space, systems of drainage, and provisions for disposal of sewerage and water supply within the subdivision.
 - vi. Building types, approximate size, footprint location, if applicable.
 - vii. Proposed street tree planting including proposed species, size, and spacing.
 - viii. Zoning district and overlay district boundaries of all areas shown on the site plan.
- ☐ Eight (8) copies of a preliminary plat meeting the following specifications:
 - A. Sheet size and scale: The preliminary plat shall be twenty-four (24) inches by thirty-six (36) inches outside dimension. The plat shall be clearly and legibly drawn to a scale of no larger than one-inch equals forty (40) feet. Larger sheet sizes will be allowed with approval of the administrative officer. A reduced, 11" X 17" copy as well as digital version in a format acceptable to the administrative officer shall also be submitted.

B. The preliminary plat must show all of the following as applicable:

- i. Subdivision name or title, address, scales, north arrow indicating magnetic and true north, date, and legend;
 - ii. Names and addresses of the applicant, designer, and other parties to the subdivision;
 - iii. Vicinity map, drawn at a scale of one inch equals six hundred (600) feet, showing boundary lines of adjoining developed and undeveloped land within an area bounded by nearest arterial streets or other natural boundaries; identifying type of use and ownership of surrounding land and showing alignments of existing streets;
 - iv. Total acreage of subdivision and number of lots proposed;
 - v. Exact boundary lines of the tract by bearings and distances with such measurements tied into an existing reference point and the boundaries of contiguous properties;
 - vi. Location, widths, and names of all existing or previously platted streets, or other rights-of-way, parks, and other public open spaces, permanent buildings and structures, easements, and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract; and,
 - vii. Location and size of existing sewers, water mains, culverts, or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract; also indicate such data as grade invert elevations, and locations of catch basins, manholes, and hydrants.
- ☐ A landscaping plan, indicating existing vegetation and plantings (trees, shrubs, etc.) and proposed plantings. Size, species and spacing shall be clearly indicated;
 - ☐ Building elevations (drawings to scale) for all proposed and/or modified buildings and any related buildings (with an additional copy of each elevation at 11x17 size). Elevations of each exterior façade shall indicate all architectural details, window and door openings with dimensions and trim details, and materials, siding (wood clapboard, brick, etc.), roof, trim, colors to be used; and,
 - ☐ A narrative describing the proposed project's conformance with each of the applicable review criteria per Sec. 10.1.8, Preliminary Plat Review (d) Review Criteria, of the Comprehensive Development Ordinance.

Applications involving a COA Level III Review should closely follow the Development Review Standards found in Article 6.

Application Fee:

- 1. \$10 filing fee and;
- 2. \$300 per lot or unit; **or** \$200 + \$2/\$1,000 estimated construction cost

Combined Preliminary/Final Plat Application Fee:

- 1. \$10 filing fee and;
- 2. \$300 per lot or unit; **or** \$200 + \$4/\$1,000 estimated construction cost

Development Review Fee (required before permit is picked up):

\$3/\$1,000 estimated construction cost